# DEC STD 033-0 MICROFILM APERTURE CARDS - CREATION AND DISTRIBUTION PROCESS

**DOCUMENT IDENTIFIER:** A-DS-EL00033-00-0 Rev C1, 17-Oct-1989

**ABSTRACT:** This standard describes the microfilm aperture card creation and distribution process for engineering documentation. It also defines the format and quality requirements for microfilm aperture cards, and provides the procedures for establishing and maintaining a Microfilm Reference Library.

**APPLICABILITY:** Mandatory for Digital personnel who request, prepare, or distribute microfilm aperture cards within the corporation.

**STATUS:** APPROVED 17-Oct-1989; Use VTX SMC to obtain current status.

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Gerry Marini, Engineering Information and Image Services, Standard Owner

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DEC STD 033-1 MICROFILM APERTURE CARD REQUIREMENTS

DEC STD 033-2 MICROFILM REFERENCE LIBRARY SETUP AND MAINTENANCE PROCEDURES

Each section of this standard has a complete Table of Contents.

# 1 INTRODUCTION

## 1.1 PURPOSE

This standard describes the microfilm aperture card creation and distribution processes for engineering documentation. It defines the format and quality requirements for microfilm aperture cards. It also provides the procedure for establishing and maintaining a Microfilm Reference Library.

## 1.2 SCOPE

This section of the standard covers the filming, aperture card creation, duplication, verification and preparation for distribution. It also describes the differences in the process for the microfilming and distribution of First Notice Engineering Change Orders.

*DEC STD 033-1 Microfilm Aperture Cards - Requirements* defines the format and quality requirements for microfilm aperture cards.

*DEC STD 033-2 Microfilm Aperture Cards - Reference Library Setup and Maintenance Procedures* provides the procedures for establishing and maintaining a Microfilm Reference Library.

## 1.3 RESPONSIBILITIES

### 1.3.1 Engineering Information and Image Services

Engineering Information and Image Services is responsible for the creation, verification, distribution, and auditing of all microfilm aperture cards for use in Microfilm Reference Libraries, except for cards produced by the Phoenix and Colorado sites. The Phoenix site is responsible for its own filming, duplication, verification, and distribution. The Colorado site is responsible for its own filming.

This standard is maintained by Engineering Information and Image Services. For additional information, contact Gerry Marini, HUO, DTN: 225-4311, DREAMS::GMARINI.

### 1.3.2 Site Documentation Acceptance

See *DEC STD 182-0 Engineering Documentation Acceptance Criteria*.

# 2 PROCESS

The process for microfilming and distributing engineering information on aperture cards begins as the engineering documents are delivered to Engineering Information and Image Services. The following subheads describe the steps from Engineering Information and Image Services' receipt of the documents to the various Site Reference Libraries' receipt of the aperture cards. See Figure 1.

## 2.1 FINAL CHECK FOR QUALITY AND ACCURACY

After the documents arrive at Engineering Information and Image Services, they are given a final check for quality and completeness.

**NOTE**

**Each site's document acceptance person is responsible for checking the document's physical condition before the documents leave the site (See DEC STD 182-0).**

The quality check looks for the following potential hazards to microfilming.

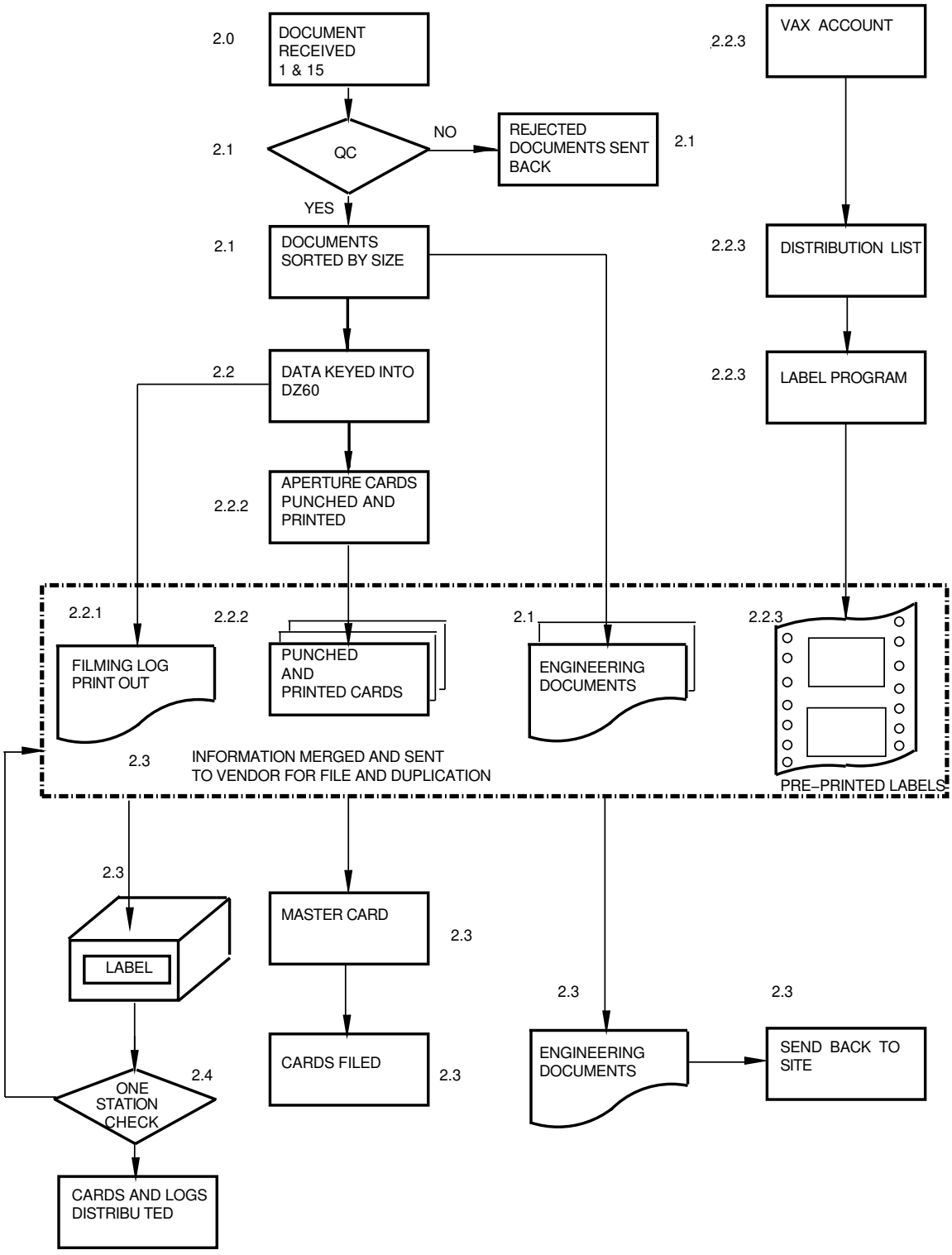
**a.** Eraser marks.
**b.** Drawings that are folded or wrinkled through the image.
**c.** Torn drawings.
**d.** Drawings with non-transparent tape, or tape on image side of the drawing.
**e.** Dark and light drawings.
**f.** Otherwise impaired drawings that might obscure the microfilm image.

The completeness check is made to ensure the following:

**a.** The revision identifier is correct.
**b.** All documents called-out are present.
**c.** Pages listed are present and in numerical order.

Documents that do not pass these checks are sent back to the site where they originated. Documents that do pass are sorted by size.

**Figure 1: Microfilm Aperture Card Process**



## 2.2 DATA ENTRY

Using a D260 K & E Microfilm duplicator replicator, which is controlled by a computer terminal, the following information is entered:

**a.** Size of document
**b.** Mnemonic Code
**c.** Document Number
**d.** Revision Identifier
**e.** Number of pages
**f.** Log Number

This information is read off the size sorted drawing package.

### 2.2.1 Filming Log

The D260 K & E Microfilm duplicator replicator produces a computer- generated printout of the document numbers keyed in. This printout is used as a filming log, as well as a check for the D260 operator.

### 2.2.2 Aperture Cards Punched and Printed

The D260 Microfilm duplicator replicator, using the previously keyed information, will punch and print aperture cards with the appropriate information.

### 2.2.3 Pre-printed Distribution Labels

A VAX account is used to track and update a site library distribution list. This listing is used to track and update the various site addresses and names of responsible site personnel that take delivery of distributed logs.

The account is also used to create pre-printed stick-on labels that will be affixed to the distribution packages.

## 2.3 INFORMATION MERGED AND SENT TO VENDOR

A Digital-approved Vendor is used to film, duplicate, and package logs. The filming log, pre-punched and printed cards, Engineering documents and pre-printed labels, are merged at the vendor. The vendor films the documents and tests each roll of film, ensuring conformance with Digital's processed film quality control requirements. See DEC STD 033-1 for additional information.

The Engineering documents are then sent to Information and Image Services in HUO, which in turn sends the documents to the originating site. The supplied pre-printed and punched aperture cards are mounted with film and duplicated per distribution list. The master cards are sent to Information and Image Services for librarying. The duplicated cards, log and pre-printed labels are packaged per distribution list and sent to Information and Image Services, which in turn are distributed to the various Digital library sites.

### 2.4 ONE STATION CHECK

One package is opened and all cards are viewed for conformity to the distribution log. Then they are repackaged and sent to the appropriate library site. If an error is found, then the vendor is contacted to make the necessary corrections, reduplicate, and repackage the distribution log.

## 3 FIRST ISSUE ENGINEERING CHANGE ORDERS

The process for microfilming and distributing First Issue Engineering Change Orders (ECOs) resembles the process for regular engineering documents, with the exception of color coding.

Mounted and punched First Issue ECO aperture cards, and the envelopes they will be sent in, are color coded with two large, diagonal, red stripes across the upper left hand corners. Because the microfilm of the First Issue ECO must be received before a change may be implemented, the red stripes are used to flag priority.

# APPENDIX A

# REFERENCED DOCUMENTS

## A.1 EL-Class Digital Documents

| EL-Class Number | Document Title |
|---|---|
| EL-00033-01 | *DEC STD 033-1 Microfilm Aperture Cards Requirements* |
| EL-00033-02 | *DEC STD 033-2 Microfilm Reference Library Setup and Maintenance Procedures* |
| EL-00182-00 | *DEC STD 182-0 Engineering Documentation Acceptance Criteria* |

Copies of Digital EL-class documents may be obtained from Standards and Methods Control, VTX SMC, JOKUR::SMC, DTN: 287-3724, or NRO4/D4.

Please provide your name, mailstop, cost center, badge number, and node address when ordering.

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